



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

November 24, 2009

Mary Gene Sevigny, President  
Chromatic Inc. Lithographers  
127 Concord Street  
Glendale, CA 91203

Dear Ms. Sevigny:

RE: FINAL MONITORING REPORT for CHROMATIC INC. LITHOGRAPHERS (ET08-0183)

Date of the Visit:	11/24/09
Beginning/Ending Time:	9:30 a.m. – 12:00 p.m.
Date of Last Visit:	11/21/08
Visit Location:	Glendale
Persons in attendance:	Mary Gene Sevigny, President, Chromatic Inc. Lithographers Margarita M. Paccarelli, ETP Contract Analyst
Action Required:	No

## CONTRACT INFORMATION:

<b>Term of Agreement:</b>	09/10/07- 09/09/09	<b>Agreement Amount:</b>	\$35,568
<b>Training Start Date:</b>	09/26/07	<b>No. to Retain:</b>	35
<b>Date Training must be Completed:</b>	06/09/09	<b>Range of Hours:</b>	8 - 80
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	60

## FINAL REPORT SUMMARY

### • HISTORY OF AGREEMENT CHANGES

The ETP training began on September 26, 2007 and the Agreement was executed on October 23, 2007. You reported that all training was completed on June 2, 2009, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement - September 9, 2009.

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(650) 655-6930

SAN DIEGO REGIONAL OFFICE  
5353 Mission Center Road, Suite 110  
SAN DIEGO, CA 92108  
(619) 686-1920

Since the inception of this Agreement, your company had submitted an Amendment request, which was executed on October 29, 2008, extending the term date of your contract by 12 months. This was due to an unanticipated increase in production demand, which made it impossible to complete the required training within the original contract term. This Amendment revised the term end date to September 9, 2009.

- **FINAL PROJECT STATISTICS**

Your Agreement contains a variable training plan, which means that reimbursement will be based on the total actual number of training hours completed by each trainee between 8 and 80 training hours. There will be no reimbursement for any trainee who does not complete a minimum of 8 hours of training from the approved curriculum.

Based on the data obtained from the ETP Online Tracking System, there are 25 trainees who met the minimum class/lab training hours. The system also shows that 1,040 hours have been provided to date, all of which are eligible for reimbursement assuming all Agreement requirements are met. This will result in projected earnings of \$26,910.

During this visit, Ms. Paccerelli provided you technical assistance on how to process the final closeout invoice for this Agreement.

- **INTERVIEW WITH CONTRACTOR'S REPRESENTATIVES**

You informed Ms. Paccerelli that the ETP program provided the company a formalized, structured training, which would not have been possible without the ETP funding. You also stated that you did not encounter any barriers in implementing the Agreement or any problems with the ETP recordkeeping. You stated that ETP staff was very helpful in providing assistance in the administration of this project. He also stated that the ETP Online system is user-friendly and accessible anywhere at anytime.

**PROJECT STATISTICS PROVIDED BY THE CONTRACTOR:**

Trainees Started Training:	28	Currently in Training:	0
Trainees Enrolled:	28	Completed Training:	25
Dropped Following Enrollment:	3	Completed Retention:	25

The project statistics provided by your staff matches those listed on the ETP Contract Status Report.

**TRAINING RECORDS**

During this visit, the Analyst conducted a random sampling of nine trainees who completed training. Records show that these trainees completed between 37 and 74 total training hours and the completed hours matches those posted on the ETP Online Tracking System. Records reviewed also confirmed that the Agreement curriculum was provided as specified and the ratio of trainer to trainee delineated in the Agreement training plan was adhered to.

The above findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. Therefore, it is your responsibility to ensure that all training records comply with Panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

### **AUDIT**

Your company will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk review. These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters.

To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

### **RECORD RETENTION**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Margarita Paccereilli at (818) 755-1317 or by email at [mpaccereilli@etp.ca.gov](mailto:mpaccereilli@etp.ca.gov) within ten (10) working days from the receipt of this report.

Sincerely,

*Signature on file*

Wally Aguilar, Manager  
North Hollywood Regional Office

*Signature on file*

Margarita M. Paccereilli, Contract Analyst  
North Hollywood Regional Office

cc: David Guzman, Chief, ETP Program Operations Division (via email)  
Kulbir Mayall, ETP Fiscal Manager (via email)  
Master File  
Project File

Date report mailed to Contractor 12/07/09